

Processes/ Procedures

**IDP Demo – Supervisor
Module
For Approving
Training/Awarding CLPs**

IDP SUPERVISOR LOG-IN PAGE

Career Acquisition **CAPPMS** Information System

Return to CAPPMS

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INDIVIDUAL DEVELOPMENT PLAN / CONTINUOUS LEARNING



Use of this DoD Computer System, Authorized or Unauthorized, Constitutes Consent to Monitoring of this System. Unauthorized Use May Subject you to Criminal Prosecution. Evidence of Unauthorized Use Collected During Monitoring May be Used for Administrative, Criminal, or Other Adverse Action. Use of this System Constitutes Consent to Monitoring for These Purposes.

Continue to Main IDP/CL Modules

Individual Module

Supervisor Module

SYSTEM REQUIREMENTS: This software was designed for the Microsoft Internet Explorer 4.x browser. It is also compatible with Netscape 4.x and higher, but may require the installation of "Plug-ins" to make certain features available. Whatever browser you are using must enable the use of "Cookies" and be capable of 128 bit encryption as this system uses a secure website.

Click on the Supervisor Module to access your Supervisory IDP

HOW TO REGISTER YOURSELF AS A SUPERVISOR



CAPPMIS

IDP / Continuous Learning



You are not currently registered as a IDP Supervisor in the CAPPMIS system.

If you serve as a Supervisor to Acquisition Workforce Personnel, click "Create Profile" to be added to the Supervisor list and continue on to the Supervisor Module.

Otherwise, please click "Return to Login" button below.

If you are not currently listed as a Supervisor in CAPPMIS, this screen will appear. Click on Create Profile.

HOW TO VIEW SUPERVISOR IDP

File Edit View Favorites Tools Help

Back Search

Address <https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/supv/mgtips.cfm> Go Links

Career Acquisition & Personnel Management Information System

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Supervisors, Please read the Supervisory IDP Instructions below. After you have read them, click on 'Continue to IDP.'

[PPT Slide Show](#)[Points of Contact](#)[Continue to IDP](#)

IDP Instructions

The supervisory module of the Individual Development Plan / Continuous Learning (IDP/CL) is a mechanism for the supervisors to review and approve their subordinates' 5 year training/education plan and award Continuous Learning points if applicable. Supervisors have REVIEW/APPROVE access to their employees' IDPs at all times. Click on "Help" buttons, located on each screen to display detailed information of the screen.

STEP ONE: [Verify "IDP Supervisor Information"](#).

PLEASE NOTE: The data displayed for "Position Information" is extracted from your Acquisition Career Record Brief (ACRB) for civilians or Officer Record Brief (ORB).

- Army Acquisition Corps (AAC) Officers should ensure your ORB is current or contact your Personnel Service Center (PAC) for updates. Please allow 6-8 weeks for the automatic data refresh from ORB to CAPP MIS IDP/CL.
- For Army Civilians, this section reflects the information on your ACRB. If you need more information, please review the [detailed ACRB update instructions](#). For further guidance, please contact your [Acquisition Career Manager](#)

PLEASE NOTE: If you are a non-acquisition workforce personnel, utilizing IDP/CL only as a supervisor of the acquisition workforce members, please submit your update request through the IDP Feedback, Section 3, available from the IDP/CL main screen

- **NAME:** Name
- **POSITION TITLE:** Position Title
- **SERIES/AOC:** Occupational Series or Area of Concentration

HOW TO VIEW SUPERVISOR IDP INSTRUCTIONS

File Edit View Favorites Tools Help

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Address <https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/supv/mgradmin.cfm?RequestTimeout=20000> Go Links

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Address <https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/supv/readmefirst.htm> Go Links

SUPERVISORY MODULE OVERVIEW

The supervisory module of the Individual Development Plan / Continuous Learning (IDP/CL) is a mechanism for the supervisors to review and approve their subordinates' 5 year training/education plan and award Continuous Learning points if applicable. Supervisors have REVIEW/APPROVE access to their employees' IDPs at all times. Click on "help" buttons, located on each screen to display detailed information of the screen.

STEP ONE: Verify "IDP Supervisor Information".

PLEASE NOTE: The data displayed for "Position Information" is extracted from your ACRB (civilians) or ORB (military).

- Army Acquisition Corps Officers should ensure your ORB is current or contact your Personnel Service Center (PAC) for updates. Please allow 6-8 weeks for the automatic data refresh from ORB to CAPPMIS IDP/CL.
- For Army Civilians, this section reflects the information on your ACRB. If you need more information, please review the [detailed ACRB update instructions](#). For further guidance, please contact your [Acquisition Career Manager](#)

Internet

[Read Me First](#)

Here is another link to Supervisory IDP Instructions!

Organization

E-Mail Address

Add Employee Delete Employee View / Download All Employees

Name	Planned Events	Last IDP Submit	Last IDP Review	Completed Events	CL Cycle Start	CL Cycle End	Prorated CL Points	Total CL Points	SRPE	ACRB
Total number of Subordinates: 0										

HOW TO ADD A NEW EMPLOYEECareer Acquisition **CAPP** & Personnel Management Information SystemReturn to
CAPP

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Individual Development Plan (IDP)

ADD Employee for Supervisor

AA BLANK 4

Enter Employee Social Security Number (without dashes):

Submit

Reset

Enter the employee's
SSN and click Submit.



Note: After pressing "SUBMIT"; If employees do not appear on your list of Subordinates, they were not found on the Acquisition Workforce Database.

The reason your employees may not be in our IDP database is that the Army Civilian Personnel System (ACPERS) did not have their positions coded as Army Acquisition positions. If it's an error, please contact your civilian personnel (DCPDS) to update their positions to indicate Army Acquisition positions. Once the correction is done in the DCPDS, the monthly process will append any newly identified acquisition workforce to the IDP database, and you will be able to post their SSNs as your employees. Please allow 4-6 weeks of processing time from the date of Civilian Personnel System update.

If it's urgent, print the blank [ACRB](#) form (PDF format), complete the form following the [ACRB Instructions](#) and forward it to your Acquisition Career Manager. An addition to the Army Acquisition database grants an automatic access to the ACRB and IDP/CL web applications.

For further assistance, contact your [Acquisition Career Manager](#).

APPROVING PLANNED COURSES

Career Acquisition **CAPP** & Personnel Management Information System

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[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

[HELP](#)

Name	AA BLANK 4
Title	COMPUTER SPECIALIST
Pay Plan / Grade-Rank	GS-12
Series /AOC	2210
Command	Acquisition Support Command
Organization	
E-Mail Address	

Click on 'Review' to view your Employee's requests for Planned Events.

Add Employee

View / Download All Employees

Name	Planned Events	Last IDP Submit	Last IDP Review	Completed Events	CL Cycle Start	CL Cycle End	Prorated CL Points	Total CL Points	SRPE	ACRB
AA BLANK 2	Current		04/27/2006	Current	10/01/2004	09/30/2006	0	0	Not Required	View
AA BLANK 4	Review	05/25/2006	05/25/2006	Review	10/01/2004	09/30/2006	0	0	Not Required	View

Total number of Subordinates: 2

APPROVING PLANNED COURSES

File Edit View Favorites Tools Help

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Address <https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/supv/approvals.cfm?masterkey=98048&mgrkey=98048&supvmail=SCOTT.GREENE4@US.ARMY.MIL> Go LinksCareer Acquisition **CAPP** & Personnel Management Information SystemReturn to
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HELP**Individual Development Plan
Planned Events Information**

Event Name Click Event Name for course details.	Approval Status	IDP Category	Event Start	Event End	Approve Event?
ACQ 101-FUND SYS ACQ MGT	NEW	TRAINING	06/10/2006	07/10/2006	<input type="checkbox"/>
IRM 101-BASIC INFO SYS ACQ	NEW	TRAINING	07/10/2006	08/10/2006	<input type="checkbox"/>

Total number of Events: 2

1
Review Completed

Partial Review Completed

Reset Approvals

You have two options to approve a DAU Course:

1. Click the check box under 'Approve Event' and then check 'Review Completed'

or

2. Click on the Course name

APPROVING PLANNED COURSES

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[HELP](#)

Individual Development Plan Event Information

Event Name:	ACQ 101
Title:	ACQ 101-FUND SYS ACQ MGT
School:	
Objective:	
Projected CL Points:	25
Status:	PLANNED
Start Date:	06/10/2006
Finish Date:	07/10/2006
CEU:	2.0
Category:	TRAINING
Activity:	
POC:	
Estimated TDY Cost:	\$ 0
Estimated Tuition Cost:	\$ 0

ACQ 101 : Newly Added / Approval Pending

First, click Yes or No to approve/disapprove the course.

Second, Click Save.

Approve Course? Yes No

Save Reset

APPROVING PLANNED COURSES

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HELP

Individual Development Plan Planned Events Information

ACQ 101 has now been approved.

Event Name Click Event Name for course details.	Approval Status	IDP Category	Event Start	Event End	Approve Event?
ACQ 101-FUND SYS ACQ MGT	APPROVED	TRAINING	05/07/2006	05/08/2006	<input checked="" type="checkbox"/>
IRM 101- BASIC INFO SYS ACQ	NEW	TRAINING	05/30/2006	05/30/2006	<input type="checkbox"/>

Total number of Events: 2

Review Completed Partial Review Completed Reset Approvals

Click on Review Completed if you have reviewed all of the Planned Events.

Click on Partial Review Completed if you want to finish your review at a later date

REVIEWING COMPLETED COURSES

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HELP

Individual Development Plan Completed Events Information

Event Name Click Event Name for course details.	Approval Status	CL Category	Event End	CL Points Requested	Post CL Points
Contracting Officer Representative Course	NEW	TRAINING	04/03/2006	145	<input checked="" type="checkbox"/>

Total number of Events: 1

Post CL Points

Reset

First, check the box

Second, click Post CL Points

REVIEWING COMPLETED COURSES

Career Acquisition Personal & Professional Management Information System

Return to CAPP MIS

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HELP

Individual Development Plan Award CL Points

NOTE: CL Points will be posted to the appropriate based on the Completion Date of the training event.

Make sure that the CL points requested are accurate.

Event Name	Approval Status	CL Category	Event End	CL Points Requested	CL Points Awarded
Contracting Officer Representative Course	NEW	TRAINING	04/03/2006	145	45

Total number of Events: 1

Round up to the nearest whole point.

[CL Policy](#)

Save CL Points

Reset CL Points

After you correct the point value, click Save

If your employee requested the incorrect amount of CL points, you can change it to the correct amount here

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition & Personnel Management Information System

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IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

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Name	AA BLANK 4
Title	COMPUTER SPECIALIST
Pay Plan / Grade-Rank	GS-12
Series /AOC	2210
Command	Acquisition Support Command
Organization	ASC FORT BELVOIR
E-Mail Address	SCOTT.GREENE4@US.ARMY.MIL

First, click on the Employees name

[Add Employee](#)

[View / Download All Employees](#)

Name	Planned Events	Last IDP Submit	Last IDP Review	Completed Events	CL Cycle Start	CL Cycle End	Prorated CL Points	Total CL Points	SRPE	ACRB
AA BLANK 2	Current		04/27/2006	Current	10/01/2004	09/30/2006	0	0	Not Required	View
AA BLANK 4	Current	05/25/2006	05/26/2006	Current	10/01/2004	09/30/2006	0	64	Not Required	View

Total number of Subordinates: 2

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED



[Return to CAPPMIS](#)

[HELP](#)

Individual Development Plan Employee Information

Name	AA BLANK 4
Position Title	COMPUTER SPECIALIST
Pay Plan / Grade-Rank	GS 12
Series / AOC	2210

Continuous Learning Cycle Start Date To End Date	Prorated CL Points
10/01/2004 to 09/30/2006	0
Supervisor Actions	View / Print IDP Completed Items

Submitted Date: 05/25/2006 AA BLANK 4
Review Status : Supervisory Review Completed

[Done](#)

Next, click on Completed Items



HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

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IDP / Continuous Learning Completed Items

AA BLANK 4

Course / Degree	Course Title / Major	CL Points	Actual Start Date	Actual End Date	Official End Date	Display on ACRB?	Record Source	Action
	Seven Habits of Highly Effective Leaders	8	05/20/2006	05/20/2006		No	idp/cl	Change
	ASC Supervisor Outreach Program	25	06/02/2006	06/02/2006		No	idp/cl	Change

Total Number of Courses: 2

[Done](#)

Next, click on Change

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

IDP / Continuous Learning
Change CL Summary View

Course Title:	ASC Supervisor Outreach Program
CL Points:	<input type="text" value="2"/>
Actual Start Date:	<input type="text" value="06/02/2006"/>
Actual End Date:	<input type="text" value="06/02/2006"/>
Tuition Cost:	<input type="text" value="\$ 0"/>
TDY Cost:	<input type="text" value="\$ 0"/>

If the point value requested is incorrect, type the change here

Save Changes Reset

Then click on Save Changes when you are done

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

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IDP / Continuous Learning Completed Items

AA BLANK 4

Course / Degree	Course Title / Major	CL Points	Actual Start Date	Actual End Date	Official End Date	Display on ACRB?	Record Source	Action
	Seven Habits of Highly Effective Leaders	8	05/20/2006	05/20/2006		No	idp/cl	<input type="button" value="Change"/>
	ASC Supervisor Outreach Program	2	06/02/2006	06/02/2006		No	idp/cl	<input type="button" value="Change"/>

Total Number of Courses: 2

If you changed the CL Points, the new value would be displayed here

Done

Then click on Done when you are finished

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Return to CAPP MIS

Logout

HELP

**Individual Development Plan
Employee Information**

Name	AA BLANK 4
Position Title	COMPUTER SPECIALIST
Pay Plan / Grade-Rank	GS 12
Series / AOC	2210

Continuous Learning Cycle Start Date To End Date	Prorated CL Points	Total CL Points
10/01/2004 to 09/30/2006	0	64
Supervisor Actions	View / Print IDP	Completed Items
		CL History

Submitted Date: 05/25/2006 AA BLANK 4 Reviewed Date: 05/26/2006
Review Status : Supervisory Review Completed

Then click on Done when you are finished

Done

VIEW YOUR EMPLOYEE'S ACRBs



Read Me First

Name	AA BLANK 4
Title	COMPUTER SPECI
Pay Plan / Grade-Rank	GS-12
Series /AOC	2210
Command	Acquisition Supp
Organization	ASC FORT BELVO
E-Mail Address	SCOTT.GREENE4@

Add Employee

Delete

Name	Planned Events	Last IDP Submit	Last I Review
AA BLANK 2	Current		04/27/2
AA BLANK 4	Current	05/25/2006	05/26/2

Total number of Subordinates: 2

You may view each of your employee's ACRBs by clicking on View

Total CL Points	SRPE	ACRB
0	Not Required	View
64	Not Required	View

ACRB_052506_090415.rtf (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Appovelt Window Help

Type a question for help

Normal Times New Roman 10 B I U

ACQUISITION CAREER RECORD BRIEF

For update instructions access the WEB at https://rda.altess.army.mil/cappmis/	BRIEF DATE 05/25/2006	PAY-PLAN/G GS-12
SECTION I - CURRENT POSITION DATA	SECTION II - SECURITY	
TITLE ELECTRONICS ENGINEER	CLEARANCE TYPE	SVC COMP D
CATEGORY	INVESTIGATION TYPE	CDG YEAR
AAC CERT LEVEL REQ	DATE INVESTIGATED	No CAP
COMMAND Acquisition Support Command	SECTION V - PREFERENCE	No
PERSONNEL OFFICE	GEOGRAPHICAL	DATE ENTERED 01/20/2005
	FUNCTIONAL	

Page 1 Sec 1 1/1 At 0.2" Ln 1 Col 1 REC TRK EXT OVR

Senior Rater Potential Evaluation (SRPE)

SRPE Detailed Instructions

http://asc.army.mil/docs/policy/SPRE_policy.pdf

Ratee

- Request verbally or via e-mail

Rater

- https://rda.altess.army.mil/camp/cappmis/modules/srpe/assets/documents/2007_Final_SRPE_Supv_Instructions.doc

Senior Rater

- https://rda.altess.army.mil/camp/cappmis/modules/srpe/assets/documents/2007_Final_SRPE_Sr_Rater_Instructions.doc